

CITY OF BURIEN, WASHINGTON MEMORANDUM

DATE: October 15, 2007
TO: Mayor McGilton and City Council
FROM: Scott Greenberg, AICP, Community Development Director
SUBJECT: Quarterly Permit Activity Report—3rd Quarter 2007

1. CONSTRUCTION-RELATED PERMITS ISSUED—QUARTERLY:

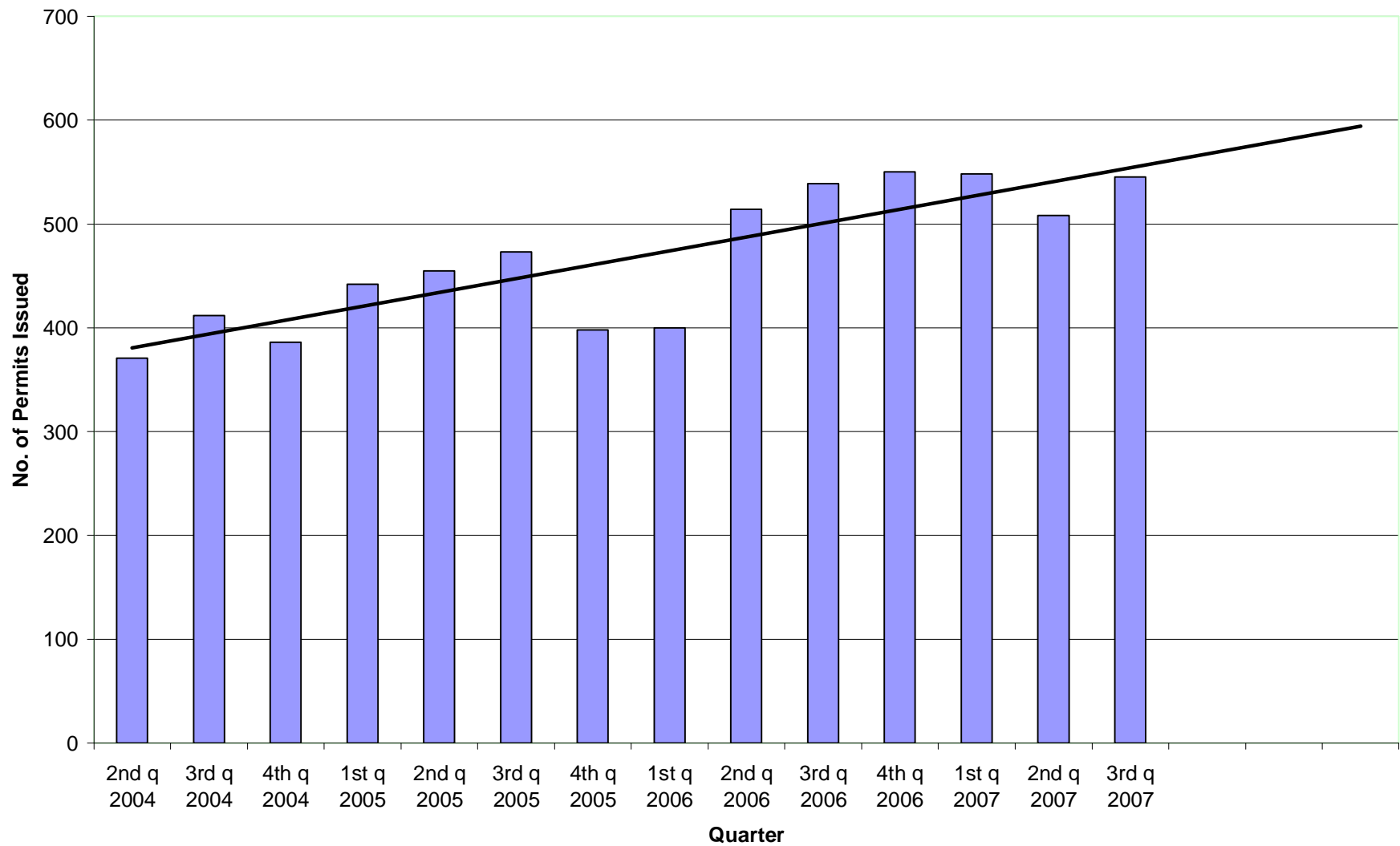
The chart below shows the number of different construction-related permits issued over the past two years, along with the revenues generated by those permits. The number of permits issued in the 3rd quarter of 2007 exceeded 500 for the 6th consecutive quarter. Permit revenues so far in 2007 (\$702,668) have exceeded the 2007 budgeted amount (\$679,804). Total permit valuation through the end of September (\$78.9 million) is a new record for Burien. This figure will be even higher at the end of the year.

ISSUED PERMITS	3rd q 2005	4th q 2005	1st q 2006	2nd q 2006	3rd q 2006	4th q 2006	1 st q 2007	2nd q 2007	3rd q 2007
Building	89	58	52	117	128	98	62	100	92
Demolition	3	2	2	2	3	2	12	8	15
Electrical	160	132	137	162	150	178	242	191	187
Fire Protection	19	12	16	13	16	20	25	8	24
Clear and Grade	0	0	0	0	0	0	0	0	0
Mechanical	63	79	64	61	73	66	61	61	65
Plumbing	26	28	30	30	33	42	21	26	28
Right-of-Way	89	65	73	90	95	113	107	85	108
Sign	24	22	26	39	41	31	18	29	26
TOTALS	473	398	400	514	539	550	548	508	545
Revenues	\$160,928	\$130,683	\$149,498	\$247,229	\$305,063	\$304,006	\$295,110	\$229,807	\$177,751
Valuation	\$9,053,000	\$7,729,000	\$6,031,000	\$25,082,000	\$21,835,000	\$12,360,000	\$37,016,121	\$16,684,539	\$25,179,575

CONSTRUCTION-RELATED PERMITS ISSUED--ANNUAL SUMMARY:

	2005	2006	2007 (thru Sept.)
Permits Issued	1768	2003	1601
Total Revenues	\$683,345	\$1,005,796	\$702,668
Total Valuation	\$39,484,000	\$65,308,000	\$78,880,235

Quarterly Permit Issuance



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2. CONSTRUCTION-RELATED PERMITS—PROGRESS IN MEETING TARGET APPROVAL DATES

The Community Development Department has adopted a set of “target approval dates” for the review and approval of many of our construction-related permits. These timelines are goals that we strive to meet on a daily basis. We have been tracking progress in meeting these goals since October, 2006. The following chart shows types of permits that are being tracked along with the review target and what percentage of these permits were reviewed and approved within the established target. Of the 397 permits issued that have target approval dates, 386 were reviewed and issued within our adopted targets. The review periods exclude time the city was waiting for an applicant to respond to a correction letter.

ISSUED PERMITS	Target Approval Date	4 th q 2006	1 st q 2007	2 nd q 2007	3 rd q 2007
Building Permits					
Single-Family New	6 weeks	77%	83%	89%	82%
Single-Family Addition	6 weeks	100%	100%	96%	100%
Single-Family Remodel	4 weeks	95%	100%	89%	88%
Multi-Family/Commercial New	10 weeks	100%	100%	50%	100%
Multi-Family/Commercial Addition	8 weeks	n/a*	n/a*	n/a*	n/a*
Multi-Family/Commercial Tenant Improvement	6 weeks	100%	93%	100%	100%
Building Permits--TOTAL		89%	95%	93%	92%
Other Permits					
Electrical Permits	<i>Plan review not required: Same day approval Plan review required: 4 weeks</i>	100%	100%	100%	100%
Mechanical Permits	<i>Plan review not required: Same day approval Plan review required: 4 weeks</i>	100%	100%	92%	100%
Plumbing Permits	<i>Plan review not required: Same day approval Plan review required: 4 weeks</i>	100%	100%	100%	93%
Sign Permits	2 weeks	93%	100%	97%	92%
ALL PERMITS		96%	99%	97%	97%

*-None issued during period

3. E-PERMITS

In the 4th quarter of 2006, the City began accepting and issuing simple electrical, mechanical, plumbing and re-roof permit applications online through <http://www.mybuildingpermit.com>. Online submittal and issuance of permits is an expanding technology that directly benefits our customers. An applicant registers with mybuildingpermit.com, completes some basic application information, pays fees with a credit card and the permit is issued automatically via e-mail. One of our Permit Technicians also receives an e-mail with the permit information, which she must manually enter into our local tracking system. We are working on back-end integration between the two systems to eliminate this manual step. This will lead to greater efficiencies at our permit center.

As shown below, the number of applications being submitted and issued online has been increasing over the past 12 months. The percentages shown are percent of the total number of permits of that type that were issued. Not all permits or permit types are currently eligible for online permitting (such as building permits, sign permits and other permits that require plan review). While our number of online permits currently represent a small portion of the total permits we issue, we expect online use to continue to grow and are working with our e-gov alliance partners to expand the online permit program to other types of permits. The other partners report an average of 47% of eligible permits are now being submitted online in their jurisdictions.

E-PERMITS ISSUED	4 th q 2006	1 st q 2007	2 nd q 2007	3rd q 2007
Building (Re-roof)	0	0	0	1
Electrical	6 (4%)	10 (4%)	27 (14%)	33 (17%)
Mechanical	6 (10%)	23 (38%)	21 (34%)	28 (32%)
Plumbing	8 (20%)	6 (30%)	7 (27%)	7 (25%)
TOTALS	20 (5%)	39(10%)	55 (13%)	69 (25%)



4. MAJOR CONSTRUCTION PERMITS ISSUED IN 3rd QUARTER (over \$400,000 valuation; excluding single-family):

Permit No.	Address	Project or Applicant	Project Description	Valuation	Issued
DMO-07-1326	15001 Des Moines Memorial Dr. S.	Port of Seattle	Demolition of Lora Lake Apartments	\$480,000	7/20/07
BLD-07-0566	2725 SW 116 th St.	Highline School District	Construction of new Shorewood Elementary School	\$12,261,000	8/20/07
ELE-07-0573	2725 SW 116 th St.	Highline School District	Electrical for new Shorewood Elementary School	\$2,170,000	9/10/07
MEC-07-1749	2725 SW 116 th St.	Highline School District	Mechanical for new Shorewood Elementary School	\$1,440,000	9/27/07

5. CONSTRUCTION INSPECTIONS:

Burien has three full-time inspectors. These inspectors perform a variety of building, electrical, plumbing and mechanical inspections. The inspectors spend an average of 5 hours per day on inspections and related activities (such as entering inspection results, communication with applicants, driving between inspections, etc.) and about 3 hours per day answering phone calls, doing plan reviews and assisting at the permit counter. Each inspection averages 45 minutes to an hour (or more for large commercial projects), allowing for an average of up to 5 to 7 inspections per day per inspector. During peak times or vacations, 10-15 inspections per day is common. This reduces the amount of time the inspectors can spend in City Hall with their other duties.

Currently, inspection requests are called into a voice mail system (206-248-5525), where they are manually removed and written on paper by the inspectors. At the end of each day, the inspection information is manually entered into our tracking system. We are working with our e-gov alliance partners on an online inspection request system that could eventually be fully integrated with our tracking system—eliminating the manual entry of inspection requests. A future addition could be wireless laptop computers for each inspector, who can enter information in the field, directly into the tracking system.

INSPECTIONS	2nd q 2005	3rd q 2005	4th q 2005	1st q 2006	2nd q 2006	3rd q 2006	4th q 2006	1 st q 2007	2nd q 2007	3rd q 2007
No. of Inspections	976	1088	1184	1189	1936	2000	1289	1655	1371	1335
No. of work days in quarter	64	64	61	62	64	63	60	62	64	63
Average No. of inspections per day per inspector	7.6	8.5	9.7	6.4	10.1	10.6	7.2	8.9	7.1	7.1
No. of inspectors	2.0	2.0	2.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0

CONSTRUCTION INSPECTIONS--ANNUAL SUMMARY:

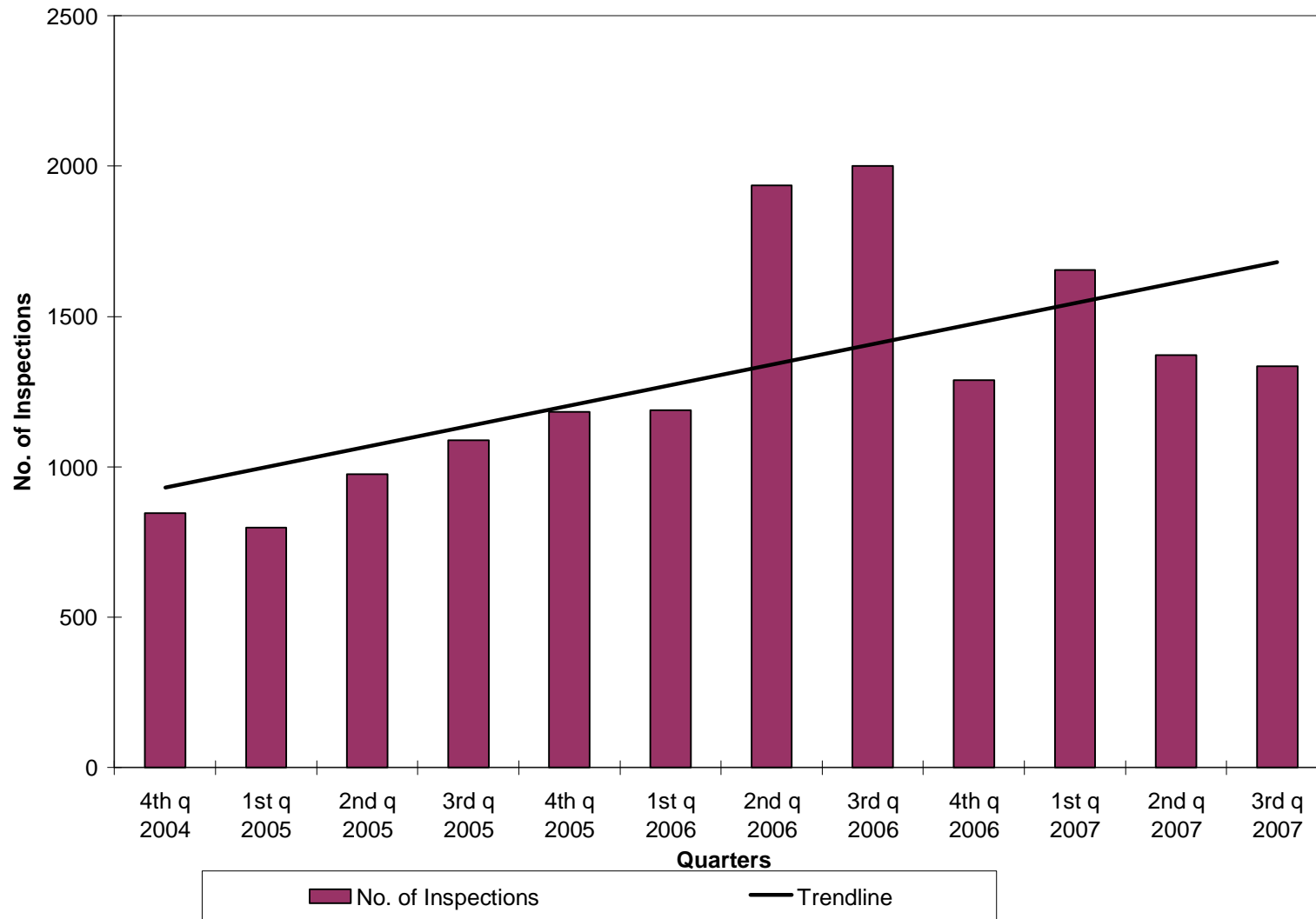
	2005	2006	2007 (thru Sept.)
No. of Inspections	4046	6414	4361
No. of work days in year	251	249	189
Average No. of inspections per day per inspector	8.1	8.6	7.7

6. NORMANDY PARK PLAN REVIEWS AND INSPECTIONS:

In January, 2006, Burien began providing plan review and inspection services to the City of Normandy Park. These services are provided by Burien's Building Official and our three inspectors. The following chart shows the number of plan reviews and inspections performed by Burien staff on behalf of Normandy Park:

INSPECTIONS	1st q 2006	2nd q 2006	3 rd q 2006	4th q 2006	TOTAL 2006	1 st q 2007	2 nd q 2007	3rd q 2007
No. of Plan Reviews	4	9	29	6	48	17	21	16
No. of inspections	136	131	200	205	672	221	272	402
No. of work days in quarter	62	64	63	60		62	64	63
Average No. of inspections per day	2.2	2	3.2	3.5		3.6	4.3	6.4

Inspections Per Quarter



7. LAND USE PRE-APPLICATION MEETINGS:

Pre-application meetings are required for most planning and land use-related actions. Meetings are held every other Thursday for up to 4 pre-application reviews. Staff from planning, building, public works, fire, and police attend as needed to discuss fatal flaws and to identify various requirements for a proposed development. A written report is provided to the applicant, as well as meeting minutes. The \$262 filing fee is credited toward future land use application fees. Although this service requires a substantial amount of staff time, it has proven to be valuable to both the applicant and the city and helps to expedite the formal review later in the process.

The following chart shows the number of pre-application reviews by project type.

Pre-Application Project Type	1 st q 2005	2 nd q 2005	3 rd q 2005	4 th q 2005	2005 Totals	1 st q 2006	2 nd q 2006	3rd q 2006	4 th q 2006	2006 Totals	1 st q 2007	2 nd q 2007	3rd q 2007
Short Plat (4 or fewer lots)	7	10	6	5	28	3	7	4	4	18	6	3	2
Subdivision (5 or more lots)	1	2	0	0	3	0	4	2	1	7	0	3	1
Multi-Family	1	0	1	2	4	0	1	0	3	4	1	0	0
Critical Area Review—Single-Family	3	6	9	1	19	3	4	2	2	11	2	4	4
Critical Area Review—Other	0	1	1	0	2	0	2	0	1	3	1	0	0
Commercial/Mixed Use—New	2	2	4	6	14	1	2	3	1	7	2	4	0
Commercial/Mixed Use—Addition, Renovation	2	1	0	0	3	1	1	2	0	4	3	0	3
Change of Use	1	1	1	0	3	0	1	0	0	1	1	0	0
Other	2	0	4	1	7	3	2	2	3	10	1	1	0
TOTALS	19	23	26	15	83	11	24	15	15	65	17	15	10

8. LAND USE APPLICATIONS:

We received the following types of planning and land use applications during the quarter, categorized as shown below. Online land use application information and status became available during the 3rd quarter through mybuildingpermit.com.

Project Type	1 st q 2005	2 nd q 2005	3 rd q 2005	4 th q 2005	2005 TOTALS	1 st q 2006	2 nd Q 2006	3rd Q 2006	4th Q 2006	2006 TOTALS	1 st Q 2007	2 nd Q 2007	3rd Q 2007
Accessory Dwelling Unit		4	3	4	11	1		2		3	1	4	
Critical Area Review—Admin.			1		1	3		2		5	1	3	
Critical Area Review—Type 1	3	2	1	1	7	2		1		3	2		
Lot Line Adjustment	3	3		1	7			1	1	2	7	3	3
Land Use Review—Type 1	1	3	4	1	9	4	4	4	1	13	2	2	5
Land Use Review—Type 2	1		2		3					0			1
Land Use Review—Type 3			1	1	2	1			2	3			
Master Sign Plan			1		1			1		1	1		
Multi-Family Tax Exemption					0					0	1		
Rezone					0		1			1			
SEPA Review (added 2006)					0	2				2			
Shoreline Exemption			1	1	2		2	1	1	4		2	3
Short Plat--Preliminary	7	3	8		18	1	6	4		11	5	1	4
Short Plat--Final	2	3		3	8	1	3	2	3	9	4	3	2
Subdivision--Preliminary	1		1	1	3		1	1	1	3		1	2
Subdivision--Final	1				1			1	2	3			
Tree Removal Permit	4	4	3	4	15	3	2	4	7	16	2	5	5
Temporary Use Permit	1	8	4		13	2	4	3		9		3	3
TOTALS	24	30	30	17	101	20	23	27	18	88	26	28	28

9. LAND USE DECISIONS: (corrected 10/23/07)

We issued 5 planning/land-use related decisions in the 3rd quarter of 2007 (total of 20 for the year). The following lists the planning and land use-related decisions that have target issuance dates. We met 80% of our target review dates in the quarter.

APPLICANT	PERMIT NUMBER	REVIEW PROCESS	REVIEW TARGET (days)	CITY REVIEW TIME (days)	MET TARGET?
Burien Transit Center	PLA-07-0860	Admin. Design Review	60	55	Yes
Ingham C.A.R.	PLA-07-0144	Type I	120	75	Yes
Clearwire	PLA-07-1226	Type I	90	43	Yes
Verizon Wireless	PLA-07-0885	Type I	90	44	Yes
Morell C.A.R.	PLA-07-0476	Type I	120	159	No
AVERAGE				75	
MEDIAN				55	

Type I Review: Administrative (Director) decision

Type II Review: Hearing Examiner hearing and decision

Type III Review: Hearing Examiner recommendation and City Council decision

LAND USE DECISIONS--ANNUAL SUMMARY:

	2000	2001	2002	2003	2004	2005	2006	2007 (thru June)
Number of Decisions Issued	16	14	34	20	28	43	34	20
Percent Issued By Target Date	69%	50%	65%	68%	79%	74%	79%	70%